

Grant Agreement Amendments and Work Plan Revisions

Effective July 1, 2015

The terms of a grant agreement may be adjusted when circumstances apply. Depending on the scope, adjustments are of two types: an amendment to the grant agreement itself or a revision to the work plan approved with the grant agreement. All amendments and work plan revisions must be finalized prior to the expiration of the grant agreement. Be sure to submit requests to BWSR with sufficient time for processing. **Requests received after the expiration of the grant agreement must be denied.**

Grant Agreement Amendments

Activities or actions that require a grant amendment include but are not limited to:

- Extensions to the grant period
- A change of the targeted resource or pollutant of concern
- An increase in the grant amount
- A significant decrease in the grant amount
- A significant change in scope of the work plan budget or equivalent (scope), of >40% of grant amount. (For some grant programs, such as DRAP, a work plan budget may consist of a BWSR approved project list.)

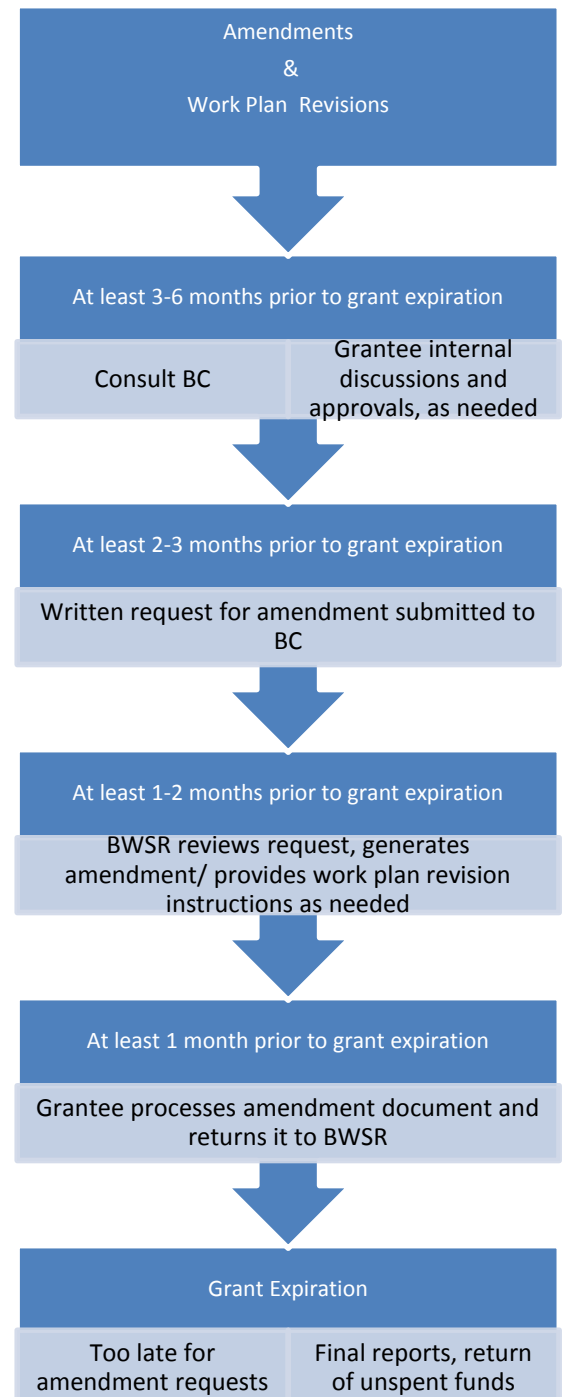
Consult your Board Conservationist as early in the grant agreement period as possible for guidance, and at least 3-6 months prior to the end of the grant agreement.

1. The grantee's authorized representative provides a written request for an amendment to the grant agreement, to the Board Conservationist.
2. BWSR staff will review the request.
 - a. If approved, BWSR staff will generate an amendment document that will be processed similar to the original grant agreement. **All signatures must be obtained prior to expiration of the grant agreement.**
 - b. If denied, a written response will be provided.

Work Plan Revisions

Minor work plan revisions, those that affect less than 10% of the grant amount or outcomes, can be made by the grantee without Board Conservationist approval.

Activities or actions that require a revision to an approved work plan are generally moderate changes in project scope or grant amount.



- A moderate change in scope of the work plan budget or equivalent of >10% up to 40% of grant amount. (For some grant programs, such as DRAP, a work plan budget may consist of a BWSR approved project list.)
 - A moderate change that affects 10% - 40% of the outputs or the grant amount.
1. Consult your Board Conservationist for guidance as needed.
 2. The grantee's authorized representative provides a request to their Board Conservationist.
 3. BWSR staff will review the request.
 4. If the work plan revision request is approved, the Board Conservationist will provide approval via an eLINK journal entry. **Approval must be obtained prior to expiration of the grant agreement.**

If the work plan revision request is denied, the Board Conservationist will provide the denial via an eLINK journal entry.

Criteria for Amendments and Work Plan Revisions

The criteria BWSR staff uses to consider requests for grant agreement amendments and work plan revisions include, but are not limited to the following:

- **Project delays** due to inclement weather, contractor pullout, staff vacancies/illness, unanticipated landowner situations or changes, or other circumstances beyond the grantee's control.
- **Unanticipated environmental conditions** that require a project modification, such as unexpected soil conditions or circumstances that were not part of the preliminary design of the project.
- **Whether the requested change continues to fit the original intent of the grant**, i.e. adjusted project meets the eligibility requirements of the funding source, outcomes are similar to the original project, life expectancy of the project is substantially the same or greater, etc.
- **Cost Changes** from originally approved budgeted amounts; shifts in spending from originally approved budget including match
- **Resource of Concern** changes from the original targeted project work plan resource of concern
- **Pollutant of Concern** changes from the original targeted project work plan pollutant of concern
- **Match** expenditures changes that will substantially change the outcomes
- **Grant Agreement Amendments and Work Plan Revisions** must be approved before final payment is requested.

Occurrence of any of these conditions does not guarantee the amendment or work plan revision request will be approved.

Grant Amendment and Work Plan Revision Requests

Grant amendment and work plan revision requests should include:

- The grant or project title the request is for;
- The purpose and extent of the request; i.e., extension to the grant period, change to an approved budgeted amount, or a modification to the project;
- An explanation as to why the original project cannot be completed as intended, in consideration of the criteria above;
- A description as to how the change will affect the originally proposed outcomes and/or any additional outcomes that will be achieved; and
- A brief narrative of the new activity proposed, if applicable.

NOTES:

- Insufficient information in a request will delay review and likely result in denial of the request.

- LGUs are encouraged to consult your Board Conservationist to verify whether or not your changes require a work plan revision or amendment. Budget and spending documentation must be in accordance with *Administrative Procedures, Financial Record Keeping*. Insufficient eLINK documentation of spending shifts or deviations from this procedure will delay grant payments, report approvals, and grant close-outs.